

**Mead Public Library Board
Human Resources Committee*
Thursday, October 13, 2011
1:00 PM** - Library Board Room**

1. Call to Order - Ald. Marilyn Montemayor, Chair
2. Determination of Quorum
3. Approve Personnel Committee* minutes of June 6, 2011 (attached)
4. City of Sheboygan review of deferred compensation program providers underway
5. Review and possible action on the draft Office Assistant position description (Attached as agenda packet item #5.)
6. Review and possible action on the adoption of benefit changes for Library employees in concert with recent changes to City of Sheboygan Non-Represented Employee benefits. (See comparison chart at agenda packet item #6)
7. Review and possible action on adjusting the Library salary schedule to match City of Sheboygan Schedule A , requiring a 3% increase from the current Library schedule, with no associated general salary increase for Library employees. (Proposed Library salary schedule attached as agenda item #7.)
8. Review and possible action on integrating the new City of Sheboygan performance appraisal method with the existing Library system by replacing the current self-assessment section/points in the Library form with the City of Sheboygan goals component. (Library and City of Sheboygan performance appraisal forms attached as agenda packet items #8.)
9. Review and possible action on revising the existing Library performance appraisal system to include lump sum merit bonuses for Library staff members compensated at the maximum of the applicable salary for their positions in concert with the new City of Sheboygan system.
10. Confirm committee report to Mead Public Library Board - Ald. Marilyn Montemayor
11. Next meeting: _____
12. Adjourn

*The Human Resources Committee was formerly designated the Personnel Committee.

**City of Sheboygan Human Resources Officer Tom Rice is scheduled to attend the meeting starting at 1:30 PM in order to address City of Sheboygan benefit changes.

To request a sign language interpreter for this meeting call 920-459-3414 via the Wisconsin Relay Service (800-947-3529) at least 5 weekdays in advance of the meeting and ask for Kathy Meyer (ext. 3411) or Sharon Winkle (ext. 3414). Persons with disabilities who need other accommodations to attend the meeting should contact Kathy Meyer (459-3400 ext. 3411) or Sharon Winkle (459-3400 ext. 3414) at least 3 weekdays in advance.